



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 04-02

Memorandum

Date: November 24, 2003
To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators
From: Peggy Staples
ESS Data Management Specialist
RE: Automated Federal Special Education Child Count Verification Process

In previous years, the verification of the federal special education child count was done manually. A verification letter and a corresponding SPED07 report was mailed to all Public Education Agencies (PEAs). Each PEA submitted a signed verification letter back to the Arizona Department of Education/Exceptional Student Services (ADE/ESS) verifying the accuracy of the data.

This year we are implementing an automated process using a web-based application. ESS is pleased to introduce the NEW Automated Federal Child Count Verification Process. This web-based application is only accessible through ADE's Common Logon System. The Common Logon page can be accessed by either going to the ADE website at www.ade.az.gov and clicking on the Common Logon link or directly at www.ade.az.gov/commonlogon/. From this online application, you will be able to access your SPED07 report and verification letter. A hardcopy of the verification letter, with signature, must be submitted to the ADE/ESS by all PEAs. Failure to do so may result in an interruption of your federal funds.

The instructions on how to complete this verification process, required of all PEAs, will be available on the home page of the application. The Regional Training Centers (RTCs) can provide technical assistance on this application. Our goal is to have this application available to you by Friday, January 30th.

If you have any questions or concerns regarding this new online application, feel free to contact me at (602) 364-4024 or via email: pstaple@ade.az.gov or you may contact Nicole Armstrong at (602) 364-0504 or via email: narmstr@ade.az.gov.

cc: Steve Murosky, Student Detail Manager, School Finance
Dorothy Wodraska, Program Specialist, Juvenile Justice Services Division
ESS Specialists
Regional Training Centers
County Superintendents

County Jails